



## Job Announcement

<http://mdcourts.gov>

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<b>Opening Date:</b>	November 7, 2013	<b>Closing Date:</b>	November 14, 2013
<b>Job Title:</b>	Civil Aspect Assistant	<b>Position Type:</b>	Temporary Full Time
<b>PIN:</b>	812004	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Harford County Bel Air, Maryland	<b>Salary:</b>	\$13.22 per hour (No State benefits)

**Essential Functions:** Assists in all areas of the Civil Department. Assists with the processing and maintaining of civil case files by reviewing pleadings and motions, typing docket information and establishing case file folders for the documents. Assists with reviewing incoming documents and actions and updating case dockets by entering documents as they are received using a computer and maintaining case files. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Assists with processing payments. Assists with preparing civil summonses and other writs by typing proper forms and envelopes. Performs filing duties. Assists with indexing new cases and judgments using a computer keyboard.

**Education:** High School Diploma or GED.

**Experience:** Six months of related work experience.

**Skills/Abilities:** Knowledge of modern office practices, procedures and equipment. Ability to communicate in an effective, patient and tactful manner with the public, attorneys and other court personnel. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws. Ability to define problems, collect data, establish facts, record data and appropriately complete forms. Ability to interpret and follow directions, comments and notations. Ability to provide information verbally, in writing and over the telephone. Ability to operate a personal computer and learn court specific software. Ability to use a cash register and calculator. Ability to make accurate calculations. Ability to multi-task, prioritize and maintain tactfulness in stressful situations. Ability to maintain and use a detailed filing system. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

James Reilly, Clerk of the Court  
Circuit Court for Harford County  
Courthouse, 20 West Courtland Street  
Bel Air, Maryland 21014

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**